

MEETING NOTICE

TO: Budget, Finance & Investment Committee

FROM: Joyce Ealy, Chairman

TIME: Thursday, June 6, 2013 – 5:30 P.M.

PLACE: Courthouse, Room 205

AGENDA

1. Approve Minutes
2. Investment Report
3. Recommendation from Trustee for Banking Services
4. Fund Condition Report
5. Insurance Report
6. Ambulance Service Fund Budget Amendments
 - A. 2012-13 Revenue Adjustments & Trustee's Commission
 - B. Budget Amendments
7. General Fund Budget Amendments
 - A. 2012-13 Revenue Adjustments
 - B. Planning/Engineering
 - C. Storm Water
 - D. Fire & Rescue
 - E. Health Department
 - F. Drug Court
 - G. Correctional Work Center
 - H. General Sessions Court
 - I. Pet Adoption & Welfare Services
 - J. Emergency Management
 - K. Unemployment Compensation
 - L. Miscellaneous
 - M. Traffic Control
 - N. Sheriff's Department & Jail
8. Request from Election Commission for Permission to Submit Grant Application to Tennessee Division of Elections
9. Grant Contracts with Tennessee Department of Children's Services for Community Intervention Services and Custody Prevention Services
10. Recommendation from Property Management Committee to Lease and Renovate Communications Tower on Hutson Road
11. Solid Waste/Sanitation Fund Budget Amendments
 - A. 2012-13 Revenue Adjustments & Trustee's Commission
 - B. Unemployment Compensation
12. Drug Control Fund Budget Amendments
 - A. 2012-13 Revenue Adjustments & Trustee's Commission
 - B. Over Time Pay
13. Highway Fund Budget Amendments
 - A. 2012-13 Revenue Adjustments
 - B. Liability Claims
14. General Purpose School Fund Budget Amendments
15. School Building Program Budget Amendment
16. Recommendation Increasing Centralized Cafeteria Petty Cash Fund (Cash on Hand)

17. Debt Service Fund Budget Amendments
 - A. 2012-13 Revenue Adjustments
18. 2013-14 Budget – Review Any Budgets Necessary
19. Other Business

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To also include items that may be forwarded by Public Works Committee or any other committee after agenda is mailed.

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cc: Commissioners
Ernest Burgess
Jim Cope
Teb Batey
Jeff Davidson
News Media

In Accordance with ADA (AMERICANS WITH DISABILITIES ACT), any disabled persons requiring accommodations for participation in the meeting should contact the Finance Department (898-7795) at least two working days prior to the meeting in order that appropriate accommodations can be made.

EXPLANATION OF AGENDA ITEMS

1. The minutes of the May 28 and May 30, 2013 Budget Committee meetings will be presented for approval.
2. The County Trustee will be presenting the monthly Investment Report.
3. The County Trustee will be recommending a bank to provide banking services for Rutherford County
4. The Finance Director will be presenting the Fund Condition Report for the month ending May 31, 2013.
5. The Insurance Director will be presenting the monthly Insurance Financial Report
6. **Ambulance Service Fund Budget Amendments:**
 - A. The Finance Director will be requesting approval of a budget amendment to adjust the 2012-13 revenue for the Ambulance Service Fund to the approximate actual to be received, and to adjust the Trustee's Commission as required.
 - B. The Ambulance Service Director will be requesting approval of the following budget amendments to recognize a portion of a contribution received from 911 to be appropriated for in-service training for dispatchers. Secondly, approval will be requested to transfer funds within the Ambulance Service Fund budget to provide additional funding for communications:

Increase Revenue:	118-48130 – Contributions -	\$ 1,500
Increase Expend.:	118-55130-196 – In-Service Training	\$ 1,500

From:	118-55130-133 – Paraprofessionals -	\$20,000
To:	118-55130-307 – Communications -	\$20,000

The Ambulance Service Director will also be requesting approval of an amendment to recognize additional revenue from patient charges and to appropriate the additional revenue for Other Contracted Services. This line item is used for paying the billing company, and the company has collected more this fiscal year than anticipated. The second request transfers funds within the Ambulance Service budget to provide additional funding for utilities to complete the fiscal year:

Increase Revenue:	118-43120 – Patient Charges -	\$30,000
Increase Expend.:	118-55130-399 – Other Contracted Svc.-	\$30,000

From:	118-55130-435 – Office Supplies -	\$ 2,000
	118-55130-119 – Accountants/Bookkeepers -	1,000
	118-55130-148 – Dispatchers -	6,000

To:	118-55130-452 – Utilities -	\$ 9,000
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7. General Fund Budget Amendments:

- A. The Finance Director will be requesting approval of a budget amendment to adjust the 2012-13 General Fund revenue according to the approximate actual to be received.
- B. The Planning Director will be requesting approval of the following budget amendment to provide sufficient funds to pay the accumulated leave for an employee who is retiring as of the end of the fiscal year:

From:	101-39000 – Unassigned Fund Balance -	\$ 3,935
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To:	101-51720-101 – County Official/Administrative -	\$ 3,650
	101-51720-201 – Social Security -	230
	101-51720-212 – Employer Medicare -	55

Explanation of Agenda Items (cont'd)

- C. The County Engineer will be requesting approval of the following budget amendment to provide sufficient funds to pay the accumulated leave for an employee who is leaving employment effective June 16, 2013:

From:	101-39000 – Unassigned Fund Balance -	\$ 7,110
To:	101-57800-103 – Assistant -	\$ 5,900
	101-57800-201 – Social Security -	370
	101-57800-204 – State Retirement -	750
	101-57800-212 – Employer Medicare -	90

- D. The County Fire Chief will be requesting approval of the following budget transfer to provide sufficient funding to purchase a hydraulic pump to operate extrication tools for Rescue #41:

From:	101-54320-322 – Evaluation & Testing -	\$ 3,000
	101-54320-335 – Maint./Repair Buildings -	3,000
To:	101-54320-499 – Other Supplies/Materials -	\$ 6,000

- E. The Health Department Director will be requesting approval of the following budget transfer to request additional funding for communications and building maintenance repair services for the rest of the fiscal year:

From:	101-55110-413 – Drugs & Medical Supplies -	\$ 5,000
To:	101-55110-307 – Communications -	\$ 3,500
	101-55110-335 – Maint./Repair Buildings -	1,500

- F. The Drug Court Coordinator will be requesting approval of the following budget amendment to provide adequate funding for Other Supplies & Materials (for drug screens) and Communications to complete the fiscal year:

From:	101-39000 – Unassigned Fund Balance -	\$ 4,900
To:	101-53330-499 – Other Supplies/Materials -	\$ 3,600
	101-53330-307 – Communications -	1,300

- G. The Correctional Work Center Superintendent will be requesting approval of the following budget transfer to provide funding to cover the cost of replacing outdated DVR's with two new custom built DVR's (32 channels each), and rebuild the control center to work with the new services. These DVR's are used for security purposes. Secondly, additional funding for prisoners' clothing is being requested:

From:	101-54220-399 – Other Contracted Services -	\$18,500
To:	101-54220-709 – Data Processing Equipment -	\$14,000
	101-54220-441 – Prisoners' Clothing -	4,500

- H. General Sessions Court will be requesting approval of the following budget transfer to provide sufficient funding for the Travel Account for the remainder of the fiscal year:

From:	101-53300-337 – Maint./Repair Office Equipment -	\$ 500
	101-53300-432 – Library Books -	1,000
To:	101-53300-355 – Travel -	\$ 1,500

Explanation of Agenda Items (cont'd)

- I. The Pet Adoption & Welfare Services Director will be requesting approval of the following budget transfer to provide sufficient funding for the Communications Account to complete the fiscal year:

From: 101-55120-413 – Drugs & Medical Supplies -	\$ 2,000
To: 101-55120-307 – Communications -	\$ 2,000

- J. The Emergency Management Interim Director will be requesting approval of the following budget transfers to provide additional funding for Other Supplies & Materials to complete the fiscal year:

From: 101-54430-320 – Dues/Memberships -	\$ 900
101-54430-349 – Printing, Stationery/Forms -	655
101-54430-412 – Diesel Fuel -	2,000
101-54430-425 – Gasoline -	500
To: 101-54430-499 – Other Supplies/Materials -	\$ 4,055

- K. The Finance Director will be requesting approval of the following budget amendments to allocate funding for unemployment compensation to the departments where the expense has actually occurred:

From: 101-58600-210 – Employee Benefits/Unemployment -	\$17,747
To: 101-51500-210 – Election/Unemployment -	\$ 463
101-51800-210 – County Buildings/Unemployment -	1,885
101-52500-210 – County Clerk/Unemployment -	7,042
101-54220-210 – Correctional Work Center/Unemploy. -	4,950
101-54240-210 – Juvenile Det./Unemployment -	3,407

- L. The Finance Director will be requesting approval of the following budget amendment to provide sufficient funds for the reserve established by our third party administrator for property and casualty claims:

From: 101-39000 – Unassigned Fund Balance -	\$100,000
To: 101-58900-505 0 Judgments -	\$100,000

- M. The Finance Director will be requesting approval of the following budget amendment to provide sufficient funding for the electric bill for the signal lights at I-840:

From: 101-54130-336 – Maint./Repair Equipment -	\$ 2,000
To: 101-54130-452 – Utilities -	\$ 2,000

- N. The Sheriff's Department will be requesting approval of the following budget amendments to recognize revenue from the sale of materials to be appropriated for other supplies and materials for the vegetable garden; to recognize revenue from the sale of recycled materials to be appropriated for other supplies and materials for the vegetable garden; to recognize revenue from donations to be appropriated for other supplies and materials to be appropriated for the vegetable garden; to recognize revenue from insurance recovery to be appropriated for motor vehicles; to transfer from the Sheriff's Department budget to the Detention budget for maintenance and repairs of the building; to transfer within the Detention budget for food preparation supplies; to transfer within the Detention budget for custodial supplies; to recognize revenue for the reimbursement of inmate medical expenses to be appropriated for food supplies for inmates and maintenance and repairs of the building; to transfer within the Sheriff's Department budget for data processing services; and to transfer within the Detention budget for data processing equipment:

Explanation of Agenda Items (cont'd)

Increase Revenue:	101-44130 – Sale of Supplies/Mat. -	\$ 82
Increase Expend.:	101-54210-499 – Jail/Other Supplies/Mat. -	\$ 82
Increase Revenue:	101-44145 – Sale/Recycled Materials -	\$ 1,172
Increase Expend.:	101-54210-499 – Jail/Other Supplies/Mat. -	\$ 1,172
Increase Revenue:	101-44570 – Contributions/Gifts -	\$ 1,120
Increase Expend.:	101-54210-499 – Jail/Other Supplies/Mat. -	\$ 1,120
Increase Revenue:	101-49700 – Insurance Recovery -	\$ 6,285
Increase Expend.:	101-54110-718 – Sheriff/Motor Vehicles -	\$ 6,285
From:	101-54110-708 – Sheriff/Communication Equipment -	\$ 5,400
To:	101-54210-335 – Jail/Maintenance & Repair Bldg. -	\$ 5,400
From:	101-54210-399 – Jail/Other Contracted Services -	\$ 6,000
To:	101-54210-421 – Jail/Food Prep. Supplies -	\$ 6,000
From:	101-54210-441 – Jail/Prisoners' Clothing -	\$ 4,000
To:	101-54210-410 – Jail/Custodial Supplies -	\$ 4,000
Increase Revenue:	101-44170 – Miscellaneous Refunds -	\$78,000
Increase Expend.:	101-54210-422 – Jail/Food Supplies -	\$53,000
	101-54210-335 – Jail/Maint./Rep. Bldg. -	\$25,000
From:	101-54110-196 – Sheriff/In-Service Training -	\$ 5,050
	101-54110-334 – Sheriff/Maint. Agreements -	1,050
	101-54110-336 – Sheriff/Maint./Repair Equipment -	4,500
	101-54110-411 – Sheriff/Data Processing Supplies -	1,500
	101-54110-435 – Sheriff/Office Supplies -	950
	101-54110-709 – Sheriff/Data Processing Equipment -	4,500
	101-54110-719 – Sheriff/Office Equipment -	175
To:	101-54110-317 – Sheriff/Data Processing Services -	\$17,725
From:	101-54210-334 – Jail/Maintenance Agreements -	\$12,100
To:	101-54210-709 – Jail/Data Processing Equipment -	\$12,100

The Sheriff's Department will also be requesting approval of a budget amendment to provide sufficient funding for the Overtime Pay in the Detention budget to complete the fiscal year. The amount was not available at the time of this mailing.

8. The Administrator of Elections will be requesting permission to submit a grant application to the State of Tennessee, Division of Elections for a new state computer and/or voting equipment upgrades. Additionally, to request that the County Mayor execute all necessary documents to accept the grant subject to it being awarded.
9. The Youth Services Director will be requesting approval to execute two Grant Contracts with the Tennessee Department of Children's Services for the provision of Community Intervention Services (Teen Trax) in the amount of \$46,448; and for the provision of custody prevention services (Teen Learning) in the amount of \$417,696.
10. Rutherford County has the opportunity to lease a 300 foot tower on Hutson Road owned by Elam and Mary Carlton on approximately 8.2 acres built in 1986. It is being proposed that the preliminary terms of a lease would include (1) legal determination by the County Attorney that the prior lease(s) are in default and that proper notice of default and cancellation has been made; (2) assumption of property taxes and payment of the

Explanation of Agenda Items (cont'd)

delinquent amount of \$7,371.36; (3) an initial lease term of 25 years with a payment of \$500 per year with an option to cancel at any time; (4) a second lease period of 25 years at the option of Rutherford County with a payment of \$500 per year with an option to cancel at any time; (5) at the end of the lease Rutherford County will be responsible for the cost and removal of the tower and return the property to the owner; (6) Rutherford County will remove the existing communications equipment and install proper FAA approved lighting estimated at \$25,000; (7) Rutherford County will install the appropriate communications equipment to support all the required public safety agencies.

The Property Management Committee voted unanimously to accept the County Mayor's recommendation as to the communications tower on Hutson Road for lease and renovation of the same.

11. **Solid Waste/Sanitation Fund Budget Amendments:**

- A. The Finance Director will be requesting approval of a budget amendment to adjust the 2012-13 revenue for the Solid Waste Fund to the approximate actual to be received, and to adjust the Trustee's Commission as required.
- B. The Finance Director will be requesting approval of the following budget amendment to allocate the funding for unemployment compensation to the department where the expenses actually occurred for the Solid Waste Fund:

From: 116-58600-210 – Employee Benefits/Unemployment - \$318
To: 116-55732-210 – Convenience Centers/Unemployment - \$318

12. **Drug Control Fund Amendments:**

- A. The Finance Director will be requesting approval of budget amendments to adjust the 2012-13 revenue for the Drug Control Fund to the approximate actual to be received, and to adjust the Trustee's Commission as required.
- B. The Finance Director will be requesting approval of a budget amendment to provide additional funding for Overtime Pay to payout the accumulated compensatory time for the officers who are being transferred to the Sheriff's Department budget in the General Fund in the 2013-14 fiscal year.

13. **Highway Fund Budget Amendments:**

- A. The Finance Director will be requesting approval of budget amendments to adjust the 2012-13 revenue for the Highway Fund to the approximate actual to be received.
- B. The Highway Superintendent will be requesting approval of the following budget amendment to provide additional funding to pay property and casualty claims:

From: 131-66000-513 – Worker's Compensation Insurance - \$45,158
To: 131-61000-506 – Liability Insurance - \$45,158

14. **General Purpose School Fund Budget Amendment:**

The Director of Schools will be requesting approval of budget amendments to amend \$96,571 from Fund Balance to provide funding for a large activity bus for Stewart's Creek High School; and to transfer \$85,000 to the Building Program with \$45,000 from Account 141-71100-429, Instructional Materials and Supplies and \$40,000 from Account 76100-799, Other Capital Outlay, to be used to partially fund a small activity bus and equipment.

- 15. The Director of Schools will be requesting to approve an \$85,000 transfer from the General Purpose School Fund in order to fund \$75,000 for a Stewarts's Creek High School vehicle and to increase the equipment line item.

Explanation of Agenda Items (cont'd)

16. The Director of Schools will be requesting to increase the Cafeteria Petty Cash Fund (Cash on Hand) accounts for the centralized School Cafeteria Fund from \$10,650 to \$11,850 for the purpose of making change. The increased amount of \$1,200.00 will provide a change account for the new Stewart's Creek High School Cafeteria.
17. **Debt Service Fund Budget Amendments:**
 - A. The Finance Director will be requesting approval of a budget amendment to adjust the 2012-13 Debt Service Fund revenue to the approximate actual to be received.
18. 2013-14 Budget – Review any budgets necessary.
19. Other Business